

JOB DESCRIPTION

Job Title: Building Assistant/Web Master/EDA

Department: County Commission

Reports To: County Administrator/Assist Administrator

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS: (Physical Requirements Attached)

- High School Diploma with experience in the clerical field required.
- Ability to operate Word processing programs, photo editing software, and website editing, software efficiently
- Exceptional interpersonal skills to interact professionally under stress.
- Must have valid driver’s license

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately.

Effective Date: 6/09
Revision Date:
Review Date: 6/10

Responsibility Area and Performance Standards (Evaluated with team member input)		Performance Rating*			
* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding		1	2	3	4
40%	ATTITUDE <ul style="list-style-type: none"> Communicates positively and courteously with people throughout the Courthouse Complex. To provide superior service and safe service to citizens of the community. Strive to exceed the citizen's expectation. Always be respectful to everyone. Provide the highest level of respect that co-workers, citizens and customers. Must change, adapt, follow through and communicate professionally. Set high standards, act ethically and professionally, dedicate ourselves to excellence. Seizing the opportunity to improve, being a wise purchaser and consumer of supplies. Honest and ethical treatment in all dealings. Consistently wears appropriate attire. Keeps work areas clean and neatly organized. Is flexible and take the initiative to improve performance. Expresses appreciation, offers compliments and encouragement Is a good team member Gives criticism to co-workers in private. Expresses your observation and suggestions in a way that promotes a positive outcome and avoids conflict. 				

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20%	<ul style="list-style-type: none"> Courthouse Duties: <ol style="list-style-type: none"> Research and apply to grant programs and other funding sources for the new courthouse project. Attends bi-weekly contractor and owner meeting to discuss courthouse progress Take photographs to document courthouse construction Manage permits applications for necessary aspects of Courthouse progress On a daily basis, work closely with employees of Milestone Construction Services to coordinate and manage construction issues. Manage a cooperative effort with all outside parties to fulfill the owner's obligations to the courthouse construction project. Prepare State loan drawdown applications and resolutions and manage expenditure reports. 				
20%	<ul style="list-style-type: none"> Task related to internet/Web Management/Technology: <ol style="list-style-type: none"> Maintain and frequently update website Manage email server 				
5%	<ul style="list-style-type: none"> Task related to Grant Preparation/Administration <ol style="list-style-type: none"> Research and apply to grant programs Prepare progress reports as needed to update individual grant committees Compose letters to state and federal representatives requesting support for projects Manage grant funds and stay within allowed budget for projects Attend meetings necessary to comply with individual grant program requirement 				
5%	<ul style="list-style-type: none"> Building Management <ol style="list-style-type: none"> Manage security camera system for mobile units and Magistrate Court building Manage schedule for door access and individual access cards all county employees Organize and keep building inspection reports up-to-date for insurance purposes Prepare memos to inform county employees of upcoming events or changes in procedures 				
5%	<ul style="list-style-type: none"> Economic Development Authority – Executive Director Assistant: <ol style="list-style-type: none"> Prepare meeting notices Prepares agendas Prepares monthly invoices for payment Help with audit Grants- prepares application, contract signatures, progress reports, funds draw-down, completion form, extensions, and keep tract of each grant received Attend monthly evening meetings of the Eastern Panhandle entrepreneurs Forum Attends quarterly state farmland board meetings 				
5%	<ul style="list-style-type: none"> Administrative duties <ol style="list-style-type: none"> Back-up support for all staff within County Commission Office. Prepare letters and memos for county administrator and County Commission. 				